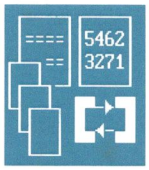
Microsoft Works Quick Reference



All Works Tools

Use the following keys and key combinations in all Works tools.

Help

Task-related Help	F1
Task-related Tutorial	SHIFT+F1

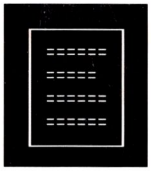
Selecting and Moving

Extend selection	F8+DIRECTION keys
Right one character or cell	RIGHT
Left one character or cell	LEFT
Down one line or cell	DOWN
Up one line or cell	UP
Scroll down	PAGE DOWN
Scroll up	PAGE UP
To right edge of file	END
To left edge of file	HOME
To end of file	CTRL+END
To start of file	CTRL+HOME
Next pane	F6
Previous pane	SHIFT+F6
Next window	CTRL+F6
Previous window	CTRL+SHIFT+F6
Go To	F5

Editing

Move selection	F3
Copy selection	SHIFT+F3
Repeat search	F7
Repeat copy or format	SHIFT+F7
Insert current date	CTRL+; (semicolon)
Insert current time	CTRL+: (colon)

Part No. 06868
OEM—D701-2Z



Word Processor

Selecting and Moving

Select word	F8 twice
Select sentence	F8 three times
Select paragraph	F8 four times
Select document	F8 five times
Collapse selection	SHIFT+F8
Right one word	CTRL+RIGHT
Left one word	CTRL+LEFT
Down one paragraph	CTRL+DOWN
Up one paragraph	CTRL+UP
To bottom of window	CTRL+PAGE DOWN
To top of window	CTRL+PAGE UP
To next bookmark	SHIFT+F5

Character Styles

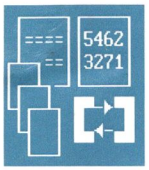
Bold	CTRL+B
Italic	CTRL+I
Strikethrough	CTRL+S
Underline	CTRL+U
Subscript	CTRL+= (equal sign)
Superscript	CTRL++ (plus)
Plain text	CTRL+SPACEBAR

Paragraph Formats

Normal paragraph	CTRL+X
Center	CTRL+C
Justify	CTRL+J
Left-align	CTRL+L
Right-align	CTRL+R
Hanging indent	CTRL+H
Undo hanging indent	CTRL+G
Nested indent	CTRL+N
Undo nested indent	CTRL+M
Single space	CTRL+1
1-1/2 space	CTRL+5
Double space	CTRL+2
One line before paragraph	CTRL+O
No lines before paragraph	CTRL+E

General Editing

Undo last command	ALT+BACKSPACE
Delete character to left of cursor	BACKSPACE
Delete character at cursor	DELETE
Delete selection	DELETE
Tab mark	TAB
Paragraph mark	ENTER
Manual page break	CTRL+ENTER
Paginate now	F9
End-of-line mark	SHIFT+ENTER
Optional hyphen	CTRL+- (hyphen)
Non-breaking hyphen	CTRL+_ (underline)
Non-breaking space	CTRL+SHIFT+SPACEBAR
Print page number	CTRL+P
Print filename	CTRL+F
Print date	CTRL+D
Print time	CTRL+T



All Works Tools

Use the following keys and key combinations in all Works tools.

Help

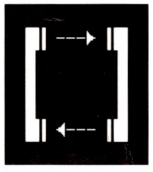
Task-related Help	F1
Task-related Tutorial	SHIFT+F1

Selecting and Moving

Extend selection	F8+DIRECTION keys
Right one character or cell	RIGHT
Left one character or cell	LEFT
Down one line or cell	DOWN
Up one line or cell	UP
Scroll down	PAGE DOWN
Scroll up	PAGE UP
To right edge of file	END
To left edge of file	HOME
To end of file	CTRL+END
To start of file	CTRL+HOME
Next pane	F6
Previous pane	SHIFT+F6
Next window	CTRL+F6
Previous window	CTRL+SHIFT+F6
Go To	F5

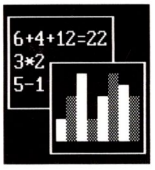
Editing

Move selection	F3
Copy selection	SHIFT+F3
Repeat search	F7
Repeat copy or format	SHIFT+F7
Insert current date	CTRL+; (semicolon)
Insert current time	CTRL+: (colon)



Communications

In the Communications tool, use the All Tools keys listed above for Help and for Selecting and Moving.



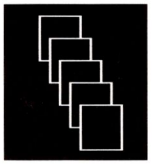
Spreadsheet and Charting

Editing

Copy contents of cell above	CTRL+' (apostrophe)
Start editing in formula bar	F2
Calculate now (Spreadsheet only)	F9
View chart	SHIFT+F10
View spreadsheet	F10

Selecting and Moving

Select spreadsheet row	CTRL+F8
Select spreadsheet column	SHIFT+F8
Select whole spreadsheet	CTRL+SHIFT+F8
To next unlocked cell (protection on)	TAB
To previous unlocked cell (protection on)	SHIFT+TAB
Right one window	CTRL+PAGE DOWN
Left one window	CTRL+PAGE UP
To next named range	SHIFT+F5



Database

Editing

Start editing in formula bar	F2
View form/list	F9
View report	SHIFT+F10
Quit reporting	F10
Apply query	F10

Selecting and Moving – List and Report Views

Select record/row	CTRL+F8
Select field/column	SHIFT+F8
Select whole database	CTRL+SHIFT+F8
To next unlocked field (protection on)	TAB
To previous unlocked field (protection on)	SHIFT+TAB
Right one window	CTRL+PAGE DOWN
Left one window	CTRL+PAGE UP

Moving – Form and Query Views

To next record in Form view	CTRL+PAGE DOWN
To previous record in Form view	CTRL+PAGE UP
To contents of next field	TAB
To contents of previous field	SHIFT+TAB